



## BCSAP Training Audit Database

Immigration and WelcomeBC Branch

### QUICK TIPS USER GUIDE

***Note:** The information included in the BCSAP Training Audit Database is for research purposes only. The training resources and content expertise have not been evaluated or endorsed by the BC Government.*

#### **STEP 1 – Go to the Website**

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To log into the site, please use the following link: <http://www.trnngdtbs.info/index.php>

#### **STEP 2 – Log in**

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Type in the user name: “**user**” and the password “**BCSAP**”.

The fields are case sensitive so “user” needs to be in lower case and “BCSAP” needs to be in all capital letters.

#### **STEP 3 – Choose a report**

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The next step is to choose the type of report you want to generate.

If you want a list of training tools and resources – scroll down to the  **Generate Training Report** section.

If you want a list of content experts – scroll down to the  **Generate Expertise Report** section.

#### **STEP 4 – Limit the number of results**

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The next step is to select search criteria to limit the results to exactly what you are looking for. If you choose to limit the search by selecting a large number of criteria, you’ll get fewer results.

#### **PRACTICE EXAMPLE**

For example, let’s say you want to find all the workshops in labour market trends in BC.

In the **Generate Training Report** section, limit your search by completing the following steps:

1. Select Labour Market Trends from the drop down menu in **Subject Area**

2. Select British Columbia in the **Province/State** window
3. Select Workshop in the **Resources Type** window and click the **Add** button.
4. Now click the **Generate Report** button.
5. A new page will open with the results below the grey box. You should see a few results for this search.
6. Click on the **More Details** link to read more information on a record or the complete text when you find a sentence ends abruptly.
7. Now click on the **New Search** button and complete the search again. This time, just complete step 1, i.e. just select Labour Market Trends in **Subject Area**. You should see quite a few more results than with your first search.

## SAVING A REPORT

Click on the **“Generate PDF”** link just below the blue results bar if you want to save the report you’ve generated as a PDF document. The PDF report can now be attached to an email and shared with others. Alternatively you can **click on the “Print Report”** link to print the report you’ve generated.

The same process can be used to limit results when generating an **Expertise Report**.

## Navigation Tips

For a more general search, use the **“Search all data”** window at the top right of the screen to search for keywords in all of the information within the database. Results will include information on both training and content expertise. For example, try searching for the term “communication”. You will see the term “communication” highlighted in yellow where it appears. If you do not see it in a result, you may need to click on “More Details” to see the keyword highlighted.

Click on the **“FAQ”** button to read answers to frequently asked questions about the database.

Click on the **“New Search”** button to start over to generate a new training or content expertise report with different search criteria. Alternatively, you can simply alter the search criteria on the top of the screen and click “generate report”.

Click on the **“Back to Previous Page”** to go back to the report you generated after looking at more details of a record.

Click on the **“Submit New Training”** or **“Submit New Content Expertise”** buttons if you want to suggest a training resource or content expert for the database.

**Questions?** Please email Joni Rose at [joni.rose@gov.bc.ca](mailto:joni.rose@gov.bc.ca).